

## Sharnbrook Academy Federation Safe Recruitment Procedure

SAF is committed to safeguarding and promoting the welfare of children and young people in its schools. In order to meet this responsibility, its schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This is outlined below, but can be provided in more detail if required.

### Disclosure

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any convictions, cautions or binding over including spent convictions under the 'Rehabilitation of Offenders Act 1974' (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend on the nature of the offence (s) and when they occurred.

### Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

### Interview

1. Shortlisted candidates will take part in an in depth interview process which may include practical exercises (dependant on the post), to test candidates' skills.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### Reference checking

References from previous and current employers will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### Probation

All new support staff and unqualified teachers will be subject to a probationary period of 6 months (which may, in certain circumstances, be extended up to a further 12 weeks). The probationary period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy Federation with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

